



Project Leaders

INVOICE

Invoice Number	008800
Date:	Feb-28-2021
Due Date:	Mar-30-2021
Terms:	Net 30 Days

CUSTOMER	PROJECT
Watertown, MA Public Schools 30 Common Street Watertown MA 02472 United States of America	Watertown, MA - (3) Elementary Schools Cx PO Number:

DESCRIPTION	QUANTITY	RATE	INVOICE AMOUNT
Commissioning Services: Expenses	0.00	0.00	95.00
Commissioning Services: EA Prerequisite 1: Fundamental Cx & Verification	0.00	0.00	4,434.86
Commissioning Services: EA Credit: Enhanced Commissioning, Option 1, Path 1	0.00	0.00	0.00
Commissioning Services: EA Credit: Enhanced Commissioning, Option 1, Path 2	0.00	0.00	0.00
Commissioning Services: EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning	0.00	0.00	576.80

Sales Total:	5,106.66
Sales Tax:	0.00
Total (USD):	5,106.66

MAIL PAYMENTS TO:

Colliers Project Leaders USA NE, LLC
135 New Rd
Madison, CT 06443
860-395-0055

EFT/ACH INFO:

Colliers Project Leaders USA NE, LLC
TD Bank
Acct #: 424-4045773
Routing #: 011103093

DOMESTIC WIRE INFO:

Colliers Project Leaders USA NE, LLC
TD Bank
Acct #: 424-4045773
Routing #: 031101266

Town of Watertown Three Elementary School Projects LEED Commissioning Services Fee Proposal Detail

Date: Feb 28, 2021

	2021		2021		2021	
	Total Associated Fees	February % Complete	Total % Complete	Billed to Date including Current Month	February Billings	Balance
I. EA Prerequisite 1: Fundamental Cx & Verification						
A Commissioning Kick-Off Meeting	\$ 1,140		100%	\$ 1,140.00	\$ -	\$ -
B Review Owner's Project Requirements & Basis of Design	\$ 1,470		100%	\$ 1,469.80	\$ 0.20	\$ -
C Review Design Development Documents	\$ 5,280		100%	\$ 5,262.40	\$ -	\$ 17.60
D Review 60% Construction Documents	\$ 7,710		100%	\$ 7,710.00	\$ -	\$ -
E Review 90% Construction Documents	\$ 8,018		100%	\$ 8,016.12	\$ 1.88	\$ -
F Participate in Design Review Meetings at SD, DD & CD	\$ 3,876		100%	\$ 3,876.00	\$ -	\$ (0.00)
G Develop and Implement Commissioning Plan	\$ 2,440		100%	\$ 2,440.00	\$ -	\$ -
H Development of Commissioning Specifications	\$ 1,040		100%	\$ 1,040.00	\$ -	\$ -
I Bid Phase meetings & support	\$ 1,796		100%	\$ 1,796.00	\$ -	\$ (0.00)
J Develop Construction Checklists	\$ 6,255		100%	\$ 6,255.00	\$ -	\$ -
K Construction Site Visits & Commissioning Team Meetings	\$ 66,438	4%	17%	\$ 11,294.46	\$ 2,657.52	\$ 55,143.54
L Compile & Review Construction Checklists	\$ 39,533	4%	11%	\$ 4,348.63	\$ 1,581.32	\$ 35,184.37
M Develop Functional Test Procedures	\$ 7,960		0%	\$ -	\$ -	\$ 7,960.00
N Direct & oversee execution of Functional Test Procedures	\$ 44,102		0%	\$ -	\$ -	\$ 44,102.00
O Document, Correction & Retesting	\$ 4,776		0%	\$ -	\$ -	\$ 4,776.00
P Maintain Commissioning Issues Log & Report directly to Owner	\$ 6,534	3%	3%	\$ 196.02	\$ 196.02	\$ 6,337.98
Q Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 5,378		0%	\$ -	\$ -	\$ 5,378.00
R Prepare Final Commissioning Report & LEED Submittals	\$ 4,073		0%	\$ -	\$ -	\$ 4,073.00
Total Fees: EA Prerequisite 1	\$ 217,819			\$ 54,844.43	\$ 4,434.86	\$ 162,974.57
II. EA Credit: Enhanced Commissioning, Option 1, Path 1						
A Review of Contractor Submittals	\$ 4,892.00		65%	\$ 3,179.80	\$ -	\$ 1,712.20
B System Manuals - Inclusion, Review, Confirm Delivery	\$ 4,105.00		0%	\$ -	\$ -	\$ 4,105.00
C Training - Inclusion, Review, Verify	\$ 2,798.00		0%	\$ -	\$ -	\$ 2,798.00
D 10 Month Warranty Review	\$ 2,832.00		0%	\$ -	\$ -	\$ 2,832.00
E Verify Seasonal Testing	\$ 3,463.00		0%	\$ -	\$ -	\$ 3,463.00
F Develop On-Going Commissioning Plan	\$ 3,802.00		0%	\$ -	\$ -	\$ 3,802.00
Total Fees: Option 1, Path 1	\$ 21,892.00			\$ 3,179.80	\$ -	\$ 18,712.20
III. EA Credit: Enhanced Commissioning, Option 1, Path 2						
A Develop a Systems Monitoring Plan	\$ 18,000.00		0%	\$ -	\$ -	\$ 18,000.00
Total Fees: Option 1 Path 2	\$ 18,000.00			\$ -	\$ -	\$ 18,000.00
IV. EA Credit: Enhanced Commissioning, Option 2, Envelope Commissioning						
A Review of Contractor Submittals	\$ 2,884.00		40%	\$ 1,153.60	\$ 576.80	\$ 1,730.40
B Development of Commissioning Specifications	\$ 612.00		100%	\$ 612.00	\$ -	\$ -
C Develop Construction Checklists	\$ 2,884.00		100%	\$ 2,884.00	\$ -	\$ (0.00)
D Construction Site Visits & Commissioning Team Meetings	\$ 13,911.00		20%	\$ 2,782.20	\$ -	\$ 11,128.80
E Compile & Review Construction Checklists	\$ 4,637.00		15%	\$ 695.55	\$ -	\$ 3,941.45
F Review Functional Test Procedures	\$ 1,923.00		34%	\$ 656.15	\$ -	\$ 1,266.85
G Direct & oversee execution of Functional Test Procedures	\$ 9,620.00		0%	\$ -	\$ -	\$ 9,620.00
H Document, Correction & Retesting	\$ -		0%	\$ -	\$ -	\$ -
I Maintain Commissioning Issues Log & Report directly to Owner	\$ 2,338.00		0%	\$ -	\$ -	\$ 2,338.00
J Prepare & Maintain Current Facility Requirements and O&M Plan	\$ 1,053.00		0%	\$ -	\$ -	\$ 1,053.00
K Prepare Final Commissioning Report & LEED Submittals	\$ 1,391.00		0%	\$ -	\$ -	\$ 1,391.00
L Training - Inclusion, Review, Verify	\$ 1,053.00		0%	\$ -	\$ -	\$ 1,053.00
M 10 Month Warranty Review	\$ 1,095.00		0%	\$ -	\$ -	\$ 1,095.00
N Develop On-Going Commissioning Plan	\$ 2,107.00		0%	\$ -	\$ -	\$ 2,107.00

Town of Watertown
Three Elementary School Projects
LEED Commissioning Services Fee Proposal Detail
 Date: Feb 28, 2021

	2021		2021				
	Total Associated Fees	February % Complete	Total % Complete	Billed to Date including Current Month	February Billings	Balance	
Total Fees: Option 2	\$ 45,508.00			\$ 8,783.50	\$ 576.80	\$ 36,724.50	
Total Fees for Services	\$ 303,219.00			\$ 66,807.73	\$ 5,011.66	\$ 236,411.27	
Project Expenses	\$ 9,500.00	1%	22%	\$ 429.71	\$ 95.00	\$ 9,070.29	
Grand Total, Fees & Expenses	\$ 312,719.00		22%	\$ 67,237.44	\$ 5,106.66	\$ 245,481.56	